



Workshop on Interviewing Skills

Participants will benefit by learning to

- Understand the impact of interviewing and hiring the best professionals
- Use the right kinds of questions to uncover what candidates are looking for
- Conduct competency based interviews

Target audience

- Line Managers
- HR Specialists

Workshop outline

- Why interview
- Types of interviews
- Interviewing myths
- Modes of interview
- Best practices
- Structure of an interview session – Open, Conduct, End, Conclude, Document
- What questions to ask and how to structure them
- What is heard and conveyed
- competencies and measurements
- Planning objectives on executing on them
- Post interview activities
- Non verbal interview techniques

Workshop details

- Duration: 16 hours spread over 2 days
- Typical Batch size: 10-15 participants
- Financial Details: INR xxxx

Sample Facilitator Profile

- Professional Experience: 7 years
- Domain Knowledge
 - People Management
 - Managing HR Teams
 - Hiring for various positions